STATE OF CALIFORNIA   JOHN CHIANG,
                                                                    California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: April 16, 2012   CALATERS LETTER #11-005

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: LISA CROWE, Division Chief
          Personnel/Payroll Services Division

RE: **CalATERS 2011-12 FISCAL YEAR-END ACTIVITIES**

          This letter is to inform you of upcoming CalATERS year-end processing activities.

          Department Maintenance of CalATERS Calprofile and Calapprover File Loads

          All departments are requested to review their calapprover and calprofile files to verify
          that all individuals loaded on the calapprover and calprofile tables are current
          department employees.   The file format for calapprover and calprofile is available in the
          CalATERS Implementation Manual, Section 3 - Table Development. In preparation for
          the upcoming 2012-13 Fiscal Year all edits and/or deletes to existing files need to be
          submitted to CalATERS staff by June 27, 2012. Departments will be notified once these
          files have been successfully loaded into CalATERS.

          Submission of Travel Advance and Expense Reimbursement Requests

          For 2011-12 year-end reconciliation, the last payments issued from CalATERS will have an issue
          date of June 26, 2012. To meet this payment date, travel advance and expense reimbursement
          forms must be submitted and approved by 5:00 PM on June 20, 2012. The payment information
          for the department accounting system and office revolving fund will be available on the morning
          of June 27, 2012, for these payments. A broadcast message will be placed on CalATERS to
          remind users of this deadline.

          Between June 21-29, 2012, CalATERS will be available for users to create claim forms, to submit
          forms, to have forms approved by their approvers, and for the department accounting offices to
          approve the forms. However, these approved forms will not be extracted for payment until July 2,
          2012.

          If you have questions, please contact the CalATERS Help Desk at (916) 324-9991 and reference
          this CalATERS letter.

          LC: EA